



**FEDERAL LABOR RELATIONS AUTHORITY**  
**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Internal Merit Staffing**  
**and**  
**Delegated Examining Authority**

<b>Announcement No:</b>  <p style="text-align: center;"><b>FLRA-04-02</b></p>		<b>Opening Date:</b> <b>October 29, 2003</b> <b>Closing Date:</b> <b>November 19, 2003</b>	<b>Job Title, Pay Plan, Series and Grade:</b>  <p style="text-align: center;"><b>Secretary (Office Automation),</b>  <b>GS-318-5/6/7</b></p>
<b>Number of Vacancies:</b>  <p style="text-align: center;"><b>One</b></p>	<b>Promotion Potential:</b>  <p style="text-align: center;"><b>GS-07</b></p>	<b>Salary Range: GS-05: \$28,384 - \$36,894</b> <b>GS-06: \$31,638 - \$41,130</b> <b>GS-07: \$35,158 - \$45,706</b>  Salaries include 2003 locality rate for the San Francisco, CA area.	
<b>Duty Station/Agency Component:</b> Office of the General Counsel, San Francisco Regional Office, San Francisco, CA			
<b>Work Schedule/Type of Appointment:</b>  <b>Competitive Service</b> <b>Permanent</b> <b>Bargaining Unit position</b> <b>Full Time</b>			
<b>Major Duties:</b> In this position you will: / provide secretarial and other administrative support services to all staff members of the Regional Office; / receive and screen all incoming correspondence, visitors, telephone calls, and case documents; / provide accurate and timely input of case information into the Oracle case tracking system; / make arrangements for the conduct of unfair labor practice and representation case hearings; / assist the Office Manager with secretarial and administrative related tasks; / assist the staff members in the preparation and assembly of reference and instructional materials for use in lectures and training sessions; and / initiate requisitions for supplies, equipment, repair and maintenance services.  The Agency is highly automated and currently uses Microsoft Word and Corel Word Perfect for word processing, the Microsoft Outlook electronic mail system, and Oracle for database case management.			
<b>Conditions of Employment:</b>  <b>U.S. Citizenship</b> <b>Typing Proficiency (40 wpm)</b>			

<p><b>Who May Apply:</b></p> <p><b>Local commuting area -</b> Status and Non-status candidates (i.e., all US citizens) who meet the job qualifications</p>	<p><b>Are you:</b>  <input type="checkbox"/> a 30 percent compensable veteran;  <input type="checkbox"/> eligible for a Veterans' Employment Opportunities Act (VEOA);  <input type="checkbox"/> eligible for a Veterans' Readjustment Appointment (VRA); or  <input type="checkbox"/> severely handicapped?  <b>If so, we may be able to consider you under a special hiring authority. Please be sure to clearly designate your eligibility for these types of appointments in your cover letter or application.</b></p> <p><b>Are you:</b>  <input type="checkbox"/> a candidate with a disability and therefore need a reasonable accommodation for any part of the application and hiring process?  <b>If so, ask for an application for accommodation on which you describe your needs. (Determinations on requests for reasonable accommodation are made on a case-by-case basis.)</b></p> <p><b>Are you:</b>  <input type="checkbox"/> a CTAP eligible; or  <input type="checkbox"/> an ICTAP eligible?  <b>If so, and if the vacancy is in the competitive service, you have priority consideration rights. Please include a copy of the letter issued by your agency describing your reduction-in-force status.</b></p>
<p><b>To apply for this position:</b>  Please refer to the attached Checklist to ensure your application package is complete.  <b>Complete applications must include a resume and a separate statement addressing Knowledge, Skills, and Abilities. If you are a current or former Federal employee, you must also include a copy of your most recent SF-50, NOTIFICATION of Personnel Action, reflecting grade, title, series, and annual pay and your most recent performance appraisal.</b></p> <p><b>I. Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>• At the GS-05 level: Applicants must possess one year of specialized experience equivalent to the GS-04 level <b>OR</b> 4 years of education above the high school level.</li> <li>• At the GS-06 level: Applicants must possess one year of specialized experience equivalent to the GS-05 level.</li> <li>• At the GS-07 level: Applicants must possess one year of specialized experience equivalent to the GS-06 level.</li> </ul> <p>In addition to meeting experience requirements, this position requires the ability to type at least 40 words per minute. You must submit a statement certifying that you type this speed.</p> <p>Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.</p> <p>Applicants must meet all qualification and, if applicable, Time-In-Grade requirements by the closing date of the announcement.</p> <p><b>II. Basis For Rating:</b>  Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills and</p>	

abilities and other characteristics (KSAs) required to perform the duties of the position. Please review KSAs carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

### **III. Desired Knowledge, Skills, and Abilities:**

Your application must include a separate statement addressing each of the desired knowledge, skills, and abilities listed below. Responses will be used to determine a listing of best-qualified candidates. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. If your application does not include a statement addressing each of the desired knowledge, skills, and abilities, the Agency has the option to exclude your incomplete application from consideration.

1. Ability to perform a high volume of secretarial work of a complex variety with minimal supervision
2. Skill in operating computers, e.g., experience in using Word or Word Perfect for Windows, Excel or Quattro Pro, and Oracle or other database software.
3. Ability to communicate effectively orally and in writing.
4. Ability to honor the integrity of sensitive, confidential, or privileged information, by not discussing the work of the office with anyone other than those with a specific need to know.
5. Ability to establish and maintain effective working relationships.

### **Special Remarks:**

- ° This position is covered by the Agency's bargaining unit.
- ° If you are a competitive service employee eligible for priority consideration under CTAP or ICTAP, clearly annotate your resume and submit proof that you meet the requirements of Title 5 CFR 330. If you are determined to be well qualified, that is, you possess knowledge, skills, and abilities which clearly exceed the minimum qualifications requirements for the position, you will be afforded priority consideration.
- ° Relocation expenses will not be paid.
- ° The position is being announced under both merit promotion procedures (open to status candidates only) and open competitive procedures under delegated examining authority (DEU - for non-status candidates, as well as status candidates). Federal status candidates who wish to be considered under both procedures must submit TWO complete applications. If a status candidate is selected from a DEU certificate, he or she must serve a new probationary period. If a status candidate submits only one application and does not specify under which procedure he or she wishes to be considered, the application will be considered under merit promotion procedures only.
- ° Identification of promotion potential does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.
- ° Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.
- ° If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment or other disciplinary action.
- ° Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- ° Applicants will be notified of the outcome of this announcement only if selected.
- ° Privacy Act Notice(PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- ° Failure to submit all required documents and information requested by the closing date of this announcement will result in your not receiving full consideration. Applicants' qualifications will be evaluated solely on the information submitted in their applications.
- ° Materials submitted as a part of your application will not be returned.
- ° Applicants must indicate the lowest grade you are willing to accept or we will only consider you at the highest grade for which you qualify.

**Agency Mission:**

The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The Authority is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by Agency Regional Directors in disputes over union elections and unit determinations. The Office of the General Counsel is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The Federal Service Impasses Panel provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

**Employee Programs And Benefits:**

FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit. FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

**How To Apply For This Position:** Submit your resume with the information described on the attached "Application/Resume Checklist," so that the information is received at the following address by 5:00 p.m. Eastern Standard Time by the closing date of the announcement: Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4<sup>th</sup> Floor, Washington, DC 20005. You may also submit your application electronically at the following web site: [resumes@flra.gov](mailto:resumes@flra.gov).

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

Once selection is made an announcement will be placed on FLRA's web page. Please note that the selection process may take up to 120 days.

**DEFINITIONS:**

**Competitive Service.** Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria.

**Delegated Examining Authority.** Delegated by the Office of Personnel Management to an agency, giving it the authority to examine for certain positions within merit system laws and regulations.

**Knowledge, skills, and abilities.** Attributes which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

**Salary Range.** There are ten salary increments (called "steps") within each grade level. Candidates with no prior Federal service generally are appointed at step 1, which is the minimum pay rate of the grade for which selected. Some candidates possess superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division, in concert with the selecting official, will determine salary level prior to extending a final offer of selection to a candidate. The salary is not negotiable after appointment.

**Preference Eligible.** A candidate with veteran's preference. In certain instances, additional points are added to the candidate's ranking and this preference is considered in the selection process.

**Promotion Potential.** The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

**Reasonable Accommodation.** Includes, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities.

**Selective Factor.** A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job.

**Severely Handicapped.** An individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities are those that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.

**Status Candidate.** Federal employees acquire status by completing a probationary period under a career-conditional or career appointment in the competitive service.

**Probationary Period.** Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During this probationary period, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

## APPLICATION / RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- C Vacancy number, position title and grades(s)

### **Personal Information**

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Title and series of highest Federal civilian job held, if any

### **Education**

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts - only if applying for entry level Attorney, Law Clerk, or Outstanding Scholar positions.

### **Work Experience**

- C Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- C Duties
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Number of hours worked per week and beginning and ending salary for each experience
- C Indicate if we may contact current supervisor

### **Other Qualifications**

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

sheet of paper and attach it to your application.

### **Background Questionnaire**

You are requested to complete the attached "Background Survey Questionnaire 79-2."

### **Performance Appraisal**

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

### **Veterans' Preference DD-214**

Preference does not apply to Outstanding Scholar or to internal Federal merit promotion actions. For other positions, if you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

**NOTE:** Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### **CTAP or ICTAP Eligibility**

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof.

### **Desirable Knowledge, Skills, and Abilities**

You must address the listed factors on a separate

**United States  
Federal Labor Relations Authority  
Background Survey Questionnaire 79-2**

Form Approved  
MB No. 50-RO-616

<p style="text-align: center;"><b>GENERAL INSTRUCTIONS</b></p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p><b>Name (Last, First, MI)</b></p> <hr/> <p><b>Position for which you are applying</b></p> <hr/> <p><b>Date (Month, Day, Year)</b></p> <hr/> <p><b>1. Social Security Number</b></p> <hr/> <p><b>2. Year of Birth 19 ____</b></p> <hr/> <p><b>3. Do you have any physical disability?</b></p> <hr/> <hr/>	<p style="text-align: center;"><b>PRIVACY ACT INFORMATION</b></p> <p style="text-align: center;"><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;"><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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|---|--|
| 01 - Private Information Service<br>02 - Newspaper<br>03 - Magazine<br>04 - Radio<br>05 - TV<br>06 - Poster<br>07 - Private Employment Office<br>08 - State Employment Office (Unemployment Office) | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)<br>10 - Agency or Other Federal Government Recruitment at School or College<br>11 - Federal, State or Local Job Information Center<br>12 - Religious Organization<br>13 - School or College Counselor or Other Official<br>14 - Friend or Relative Working for Agency<br>15 - Friend or Relative Not Working for Agency<br>16 - Other (Specify) _____ |
|---|--|

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

**ETHNICITY:** Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.  
**RACE:** American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p><b>A. Race</b></p> <p>1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other (Specify) _____</p>	<p><b>B. Sex</b></p> <p>1. Male 2. Female</p>	<p><b>C. Ethnicity</b></p> <p>1. Hispanic Origin 2. Not of Hispanic Origin</p>
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